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Records Management

University Archives

2018

2018, SSARC 932, College of Applied and Natural Sciences

University Records Officer, Louisiana Tech University

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Records Retention Schedule

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804

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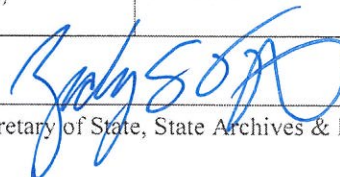
SS ARC 932 (01/12)

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
104.000	Louisiana Tech University / College of Applied and Natural Sciences / Dean's Office								<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1	Financial Records: College Account Ledger, Purchase/Intercampus Requisitions, Travel Authorization and Expenses, Purchasing Card Statements, Petty Cash Forms, Deposit Receipts, Foundation Check Requests, Alumni Foundation Account Ledgers, Scholarship Account Ledgers (Ruston Hospital Endowed Scholarship, M.T. Green Scholarship and T.W. Ray Johnson Legacy Scholarship)	ACT + 3FY	0	ACT + 3FY	M	S	N	V	ACT = Until end of FY in which audited.	
2	Phone Logs and Work Orders	ACT + 1FY	0	ACT + 1FY	P	S	N	U	ACT = Until end of FY in which created or received.	
3	Undergraduate/Graduate Student Records: Curriculum sheets, transcripts, GER and GRE, substitutions, minors, transfer course credit, graduation registration	ACT + 3AY	0	ACT + 3AY	M	S	N	I	ACT = Until end of AY in which no longer enrolled in University.	
4	Graduate School Applications (copies) of students admitted but never registered	ACT + 1AY	0	ACT + 1AY	M	S	N	I	ACT = Until end of AY in which created or received.	
5	Personnel Records: Work assignments, evaluations and tenure documentation and litigation correlating to employment of Unit Heads and current faculty	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received.	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations ANS = Applied and Natural Sciences IPC = Instructional Policies Committee				


Agency Approval

8/26/2019
Date Signed


Secretary of State, State Archives & Records Services

9/5/2019
Date Approved

Records Retention Schedule

Louisiana Secretary of State, Division of Archives, Records Management and History
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
104.000	Louisiana Tech University / College of Applied and Natural Sciences / Dean's Office								
6	Professorship Books	PERM	PERM	PERM	P	R	N	I	Archived in Department.
7	Graduate Assistant Time Records and Appointment Request Forms	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received.
8	Student Worker Applications and Time Sheets	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received.
9	Adjunct Time Records and Appointment Request Forms	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received.
10	Classified/Unclassified Time/Attendance Records (Comp Earned/Taken and Vacation/Leave Requests of the Dean's Office and Unit Heads)	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received.
11	<u>Minutes</u> : ANS Administrative Council	ACT + 3AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
12	<u>Minutes</u> : ANS Faculty Advisory Council to Dean	ACT + 3AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
13	<u>Minutes</u> : ANS Research Committee	ACT + 3AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
14	<u>Minutes</u> : ANS Graduate Committee	ACT + 3AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
15	<u>Minutes</u> : ANS Scholarship Committee	ACT + 3AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations ANS = Applied and Natural Sciences IPC = Instructional Policies Committee			

Nolan & Ellen

Agency Approval

8/26/2019

Date Signed

Gregory S. O'Neil

Secretary of State, State Archives & Records Services

8/5/2019

Date Approved

Records Retention Schedule


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104.000	Louisiana Tech University / College of Applied and Natural Sciences / Dean's Office					<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL		
						<input type="checkbox"/> REPLACEMENT PAGE	<input type="checkbox"/> ADDENDUM PAGE		
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
16	<u>Minutes</u> : ANS Undergraduate Program Council	ACT + 3 AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
17	ANS IPC Proposals and Index	ACT + 3 AY	0	ACT + 3 AY	P	S	N	I	ACT = Until end of AY in which created or received.
18	Accreditation Final Reports	ACT + 10 AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
19	Undergraduate Scholarship Applications (Award Letters and Acceptance Forms)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of AY in which no longer enrolled in University.
20	Undergraduate Scholarship List of Recipients (history)	PERM	PERM	PERM	P	R	N	I	Archived in Department.
21	Courses Taught by Full-Time, Part-Time, and Graduate Assistants	ACT + 1 AY	0	ACT + 1 AY	P	S	N	I	ACT = Until end of AY in which created or received.
22	Changes in existing courses and low enrollment	ACT + 3 AY	0	ACT + 3 AY	P	S	N	I	ACT = Until end of AY in which created or received.
23	Disclosure of Outside Employment	ACT + 1FY	0	ACT + 1FY	M	S	N	I	ACT = Until end of FY in which created or received.
24	Position Description for 12 month Unclassified	ACT + 1 AY	0	ACT + 1 AY	M	S	N	I	ACT = Until end of AY in which created or received.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N – No		Agency Abbreviations ANS = Applied and Natural Sciences IPC = Instructional Policies Committee			
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful					


Notary Public
Agency Approval


8/26/2019
Date Signed


Secretary of State, State Archives & Records Services


9/5/2019
Date Approved

Records Retention Schedule

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Post Office Box 94125, Baton Rouge, LA 70804

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
104.000	Louisiana Tech University / College of Applied and Natural Sciences / Dean's Office								
25	Graduate Theses	ACT + 10 AY	PERM	PERM	M	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
26	<u>Correspondence</u> : Policies and Procedures	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded.
27	<u>Correspondence</u> : General	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which created or received.
28	<u>Correspondence</u> : Transitory	ACT + 1 AY	0	ACT + 1 AY	M	S	N	I	ACT = Until end of AY in which created or received.
29	Roster of Instructional Staff	ACT + 1 AY	0	ACT + 1 AY	P	S	N	I	ACT = Until end of AY in which created or received.
30	<u>Professorships/Chairs</u> : Financial Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which created or received.
31	<u>Professorships/Chairs</u> : List of Recipients	PERM	PERM	PERM	M	R	N	I	Archived in Department.
32	Grade Distribution	ACT + 10AY	0	ACT + 10AY	P	S	N	I	ACT = Until end of AY in which created or received.
33	Enrollment Data	ACT + 10AY	0	ACT + 10AY	P	S	N	I	ACT = Until end of AY in which created or received.
34	Faculty Self Evaluations	ACT + 5 AY	0	ACT + 5 AY	M	S	N	U	ACT = Until end of AY in which created or received.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations ANS = Applied and Natural Sciences IPC = Instructional Policies Committee			


Agency Approval

8/26/2019
Date Signed


Secretary of State, State Archives & Records Services

9/5/2019
Date Approved

Records Retention Schedule

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Post Office Box 94125, Baton Rouge, LA 70804

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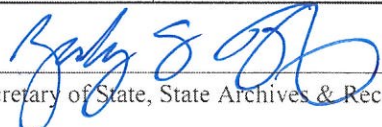
SS ARC 932 (01/12)

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Agency No	Agency / Division / Section									Indicate Use of Form
104.000	Louisiana Tech University / College of Applied and Natural Sciences / Dean's Office	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
35	Property Inventory Records	ACT + 1 FY	0	ACT + 1 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
36	Affirmative Action Package	ACT + 1 AY	0	ACT + 1 AY	P	S	N	U	ACT = Until end of AY in which created or received.	
37	State Budget Notebook	PERM	PERM	PERM	P	R	N	I	Archived in Department	
38	Software Contracts and Licenses	ACT + 1 AY	0	ACT + 1 AY	M	S	N	I	ACT = Until end of AY in which software is no longer in use.	
39	Undergraduate Student Suspension Records	ACT + 1 AY	0	ACT + 1 AY	M	S	N	I	ACT = Until end of AY in which created or received.	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations ANS = Applied and Natural Sciences IPC = Instructional Policies Committee				


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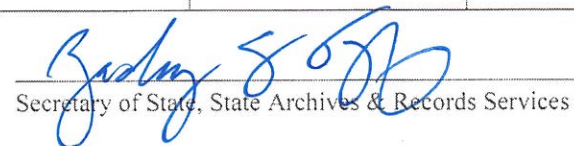
SS ARC 932 (01/12)

Page 1 of 2 R2018-125 T

Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
104.000	Louisiana Tech University/Applied and Natural Sciences/School of Agricultural Sciences and Forestry								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Financial Records : Agricultural Sciences and Forestry Departmental Account Ledgers/Purchase Requisitions including Farm, Meats Lab, Equine, Greenhouse, Salesroom; Funded Grants(McIntire-Stennis Grant), Alumni/Foundation Accounts.	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited.
2	Undergraduate Student Records- Curriculum Sheets, Transcripts, Substitutions, Minors, GER Graduation Registration	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which no longer enrolled in University.
3	Personnel Records – Work Assignments, evaluations, and tenure documentation correlating to employment.	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which no longer employed by Agency.
4	Scholarship Records – Student award letters and correspondence	ACT + 3 AY	0	ACT + 3 AY	C	S	N	I	ACT = Until end of AY in which no longer enrolled in University.
5	Accreditation Reports	ACT + 10 AY	PERM	PERM	P	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
6	Minutes – School of Agricultural Sciences and Forestry and Advisory Council Meeting.	ACT+ 3 AY	PERM	PERM	M	R	N	I	ACT = Until end of AY in which superseded. . Archived in Department.
7	Final Grade Sheets	ACT + 5 AY	0	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which created or received.
8	Software, Contracts and Licenses	ACT+1 AY	0	ACT+1AY	M	S	N	I	ACT = Until end of AY in which software is no longer in use.
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Agency Approval

8/26/2019
Date Signed


Secretary of State, State Archives & Records Services

9/6/2019
Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804

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Agency No	Agency / Division / Section								Indicate Use of Form
104.000	Louisiana Tech University/Applied and Natural Sciences/School of Agricultural Sciences and Forestry								__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
	Correspondence Records								
9	Policies and Procedures	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded.
10	General	ACT + 3 AY	0	ACT + 3 AY	P	S	N	I	ACT = Until end of AY in which created or received.
11	Transitory	ACT + 1 AY	0	ACT + 1 AY	P	S	N	U	ACT = Until end of AY in which created or received.
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Nolan A. Ellison
Agency Approval

8/26/2019
Date Signed


Secretary of State, State Archives & Records Services

9/5/2019
Date Approved

Records Retention Schedule

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
104.000	Louisiana Tech University/Applied and Natural Sciences/School of Biological Sciences								<input type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Item Number	Records Series Title	Retention Period							Remarks	
		In Office	In Storage	Total Retention						
	Departmental Records									
1	Purchasing Records: Requisitions, Statements, Authorizations, Receipts, and Budgets	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited.	
2	Alumni Foundation: check requests, receipts, account ledgers	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited.	
3	Vehicle Records: Requisitions, expenses	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited.	
4	Inventory/Property records	ACT + 1 FY	0	ACT + 1 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
5	Undergraduate/Graduate Student Records	ACT + 3 AY	0	ACT + 3AY	C	S	N	V	ACT = Until end of AY in which no longer enrolled in University.	
	Employment/Personnel Records									
6	Faculty Personnel Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which no longer employed by Agency.	
7	Staff Personnel Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which no longer employed by Agency.	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations				


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104.000	Louisiana Tech University/Applied and Natural Sciences/School of Biological Sciences								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
8	Graduate Assistant Employment Records: Attendance, Timesheets, etc.	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which no longer employed by Agency.
9	Student Worker Employment Records: Attendance, Timesheets, etc.	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which no longer employed by Agency.
	CLASS AND TEACHING RECORDS								
10	School Faculty Minutes	ACT + 3 AY	0	ACT + 3 AY	M	S	N	U	ACT = Until end of AY in which created or received.
11	Final Grade Sheets	ACT + 5 AY	0	ACT + 5 AY	M	S	N	I	ACT = Until end of AY in which created or received.
12	Courses Taught by Full-Time, Part-time and Graduate Assistants	ACT + 1 AY	0	ACT + 1 AY	P	S	N	U	ACT = Until end of AY in which created or received.
13	Existing Course Changes	ACT + 3 AY	0	ACT + 3 AY	P	S	N	U	ACT = Until end of AY in which created or received.
14	Position Description for 12-Month Unclassified Employees	ACT + 1 AY	0	ACT + 1 AY	P	S	N	U	ACT = Until end of AY in which created or received.
15	Roster of Instructional Staff	ACT + 1 AY	0	ACT + 1 AY	P	S	N	I	ACT = Until end of AY in which created or received.
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Page 3 of 3

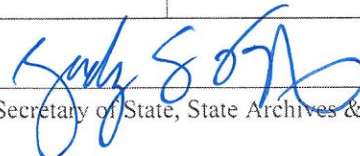
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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
104.000	Louisiana Tech University/Applied and Natural Sciences/School of Biological Sciences								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
	Correspondence Records								
16	Scholarship Records: Student award letters and Correspondence	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which no longer enrolled in University.
17	Policies and Procedures	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded.
18	Departmental Correspondence	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which created or received.
19	Transitory Correspondence	ACT + 1 AY	0	ACT + 1 AY	M	S	N	U	ACT = Until end of AY in which created or received.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N - No		Agency Abbreviations			
		Archival Processing Codes A – Transfer to State Arch ves R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful					


Agency Approval

8/26/2019
Date Signed


Secretary of State, State Archives & Records Services

9/5/2019
Date Approved

Records Retention Schedule

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804

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<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE		
Remarks		

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital
Item Number	Records Series Title	In Office	In Storage	Total Retention				
104.000	Louisiana Tech University/Applied and Natural Sciences/Health Informatics and Information Management							
1	Financial Records – Departmental & Grant Account Ledger/Purchase Requisitions/Phone Logs/Travel Authorizations	ACT + 2 FY	3 FY	ACT + 5 FY	P	S	N	V
2	Scholarship Records	ACT	5 FY	ACT + 5 FY	M	S	N	I
3	Professional Practice Hospital Contracts	PERM	PERM	PERM	C	R	N	V
4	IPC Proposals & Catalog Changes	PERM	PERM	PERM	P	R	N	V
5	Software Contracts & Licenses	ACT + 1 AY	0	ACT + 1 AY	M	S	N	V
6	Course Syllabi	ACT	5 AY	ACT + 5 AY	P	S	N	I
7	Undergraduate/Graduate Student Records	ACT	5 AY	ACT + 5 AY	C	S	N	V
8	Personnel Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V
9	Minutes – Department/Advisory Board	ACT	PERM	PERM	P	R	N	I
10	Accreditation Reports	ACT	PERM	PERM	P	R	N	I
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N – No		Agency Abbreviations IPC = Instructional Policies Committee		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful				


Notary Public
Agency Approval

8/26/2019
Date Signed


Secretary of State, State Archives & Records Services

9/5/2019
Date Approved

Records Retention Schedule

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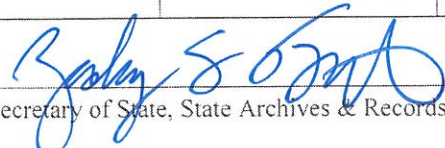
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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	Correspondence – Policies and Procedures	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded.
12	Correspondence – General	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which created or received.
13	Correspondence - Transitory	ACT + 1 AY	0	ACT + 1 AY	P	S	N	U	ACT = Until end of AY in which created or received.
13	Property/Inventory Reports	ACT	10 FY	ACT+10 FY	P	S	N	V	ACT = Until end of FY in which created or received.
14	Grade Sheets	ACT	5 AY	ACT + 5 AY	C	S	N	V	ACT = Until end of AY in which created or received.
15	Alumni Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = Until end of FY in which created or received.

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
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Secretary of State, State Archives & Records Services

9/5/2019
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Records Retention Schedule

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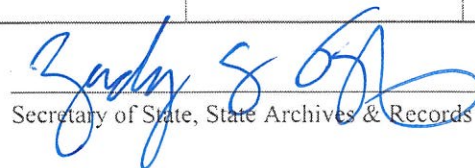
Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form			
104.000	Louisiana Tech University / College of Applied and Natural Sciences / School of Human Ecology								<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT PAGE	<input type="checkbox"/> ADDENDUM PAGE
Item Number	Records Series Title	Retention Period							Remarks			
		In Office	In Storage	Total Retention								
1	<u>Financial Records</u> : Departmental Account Ledger, Purchase Requisitions, Phone Logs, Travel Authorizations and Expenses, Purchasing Card Statements, Alumni Accounts, Scholarship Accounts and records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited.			
2	<u>Undergraduate/Graduate Student Records</u> : Curriculum sheets, transcripts, GER and GRE, substitutions, minors, transfer course credit, graduation registration	ACT + 3AY	0	ACT + 3AY	M	S	N	I	ACT = Until end of AY in which no longer enrolled in University.			
3	<u>Personnel Records</u> : Work assignments, evaluations and tenure documentations correlating to employment	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which no longer employed by Agency.			
4	<u>Scholarship Records</u> : Student award letters and correspondence	ACT + 3 AY	0	ACT + 3 AY	C	S	N	I	ACT = Until end of AY in which created or received.			
5	Minutes-Departmental	ACT + 3 AY	PERM	PERM	M	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.			
6	Graduate Theses	PERM	PERM	PERM	P	R	N	I	Archived in Department.			
7	Accreditation Final Reports	10 AY	PERM	PERM	P	R	N	V	Archived in Department.			
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations						



Agency Approval

8/26/2019

Date Signed



Secretary of State, State Archives & Records Services

9/5/2019

Date Approved

Records Retention Schedule

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
104.000	Louisiana Tech University / College of Applied and Natural Sciences / School of Human Ecology								
8	Correspondence: Policies and Procedures	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded.
9	Correspondence: General	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which created or received.
10	Correspondence: Transitory	ACT + 1 AY	0	ACT + 1 AY	M	S	N	U	ACT = Until end of AY in which created or received.
11	Software Contracts and Licenses	ACT + 1 AY	0	ACT + 1 AY	M	S	N	V	ACT = Until end of AY in which software is no longer in use.
12	Student Worker Documents: Time Sheets, Certification and tax information	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations			

Nolan A. Allen

Agency Approval

8/26/2019

Date Signed

Seaham S. S. S.

Secretary of State, State Archives & Records Services

9/5/2019

Date Approved

Records Retention Schedule

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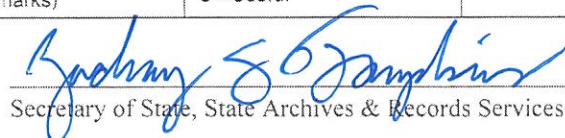
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
104.000	Louisiana Tech University / College of Applied and Natural Sciences / School of Nursing								
1	Financial Records: departmental account ledger, purchase requisitions, phone logs, travel authorizations and expenses, purchasing card statements, alumni accounts, scholarship accounts/records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited.
2	Undergraduate Records: curriculum sheets, transcripts, substitutions, minors, transfer course credit, graduation registration	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which no longer enrolled in University.
3	Graduate Records	ACT + 3 AY	0	ACT + 3 AY	M	S	N	V	ACT = Until end of AY in which no longer enrolled in University.
4	Personnel Records: work assignments, evaluations, and tenure documentation correlating to employment	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which no longer employed by Agency.
5	Scholarship Records: Student award letters and correspondence	ACT + 3 AY	0	ACT + 3 AY	C	S	N	I	ACT = Until end of AY in which no longer enrolled in University.
6	Minutes: Departmental Advisory Board/Division of Nursing Committees	ACT + 3 AY	PERM	PERM	M	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
7	Minutes: Division of Nursing Committees	ACT + 3 AY	PERM	PERM	M	R	N	I	ACT = Until end of AY in which created or received. Archived in Department.
8	Final Grade Sheets (Curriculum Check Sheet copies)	ACT + 5 AY	0	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which created or received.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations			


Agency Approval

8/26/2014
Date Signed


Secretary of State, State Archives & Records Services

9/5/2014
Date Approved

Records Retention Schedule

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks					
104.000	Louisiana Tech University / College of Applied and Natural Sciences / School of Nursing													
Item Number	Records Series Title	Retention Period												
		In Office	In Storage	Total Retention										
9	Accreditation Final Reports	10 AY	PERM	PERM	P	R	N	V	Archived in Department.					
10	Invoices – Non Grant Related	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which audited.					
11	Invoices – Grant Related	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which Grant is closed out.					
12	Course Syllabi	ACT + 1 AY	0	ACT + 1 AY	M	S	N	U	ACT = Until end of AY in which created or received.					
13	Correspondence: Policies and Procedures	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded.					
14	Correspondence: General	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = Until end of AY in which created or received.					
15	Correspondence: Transitory	ACT + 1 AY	0	ACT + 1 AY	M	S	N	U	ACT = Until end of AY in which created or received.					
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Notary A. Ellis

Agency Approval

8/26/2019

Date Signed

Stephen S. Gompert

Secretary of State, State Archives & Records Services

9/5/2019

Date Approved